



UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

GOVERNMENT PURCHASE CARD (GPC) PROGRAM C.A.R.E. EDI TRAINING





ADP REQUIREMENTS

VERY IMPORTANT!!!

Pentium 120 MHz or higher

**36 MB memory 64 MB recommended to run reports
Windows 95, 98, 2000 or NT**

**Internet Explorer 4.1 (with server pack 1), 5.0 or Netscape
Navigator 4.5 or higher**

Internet connectivity

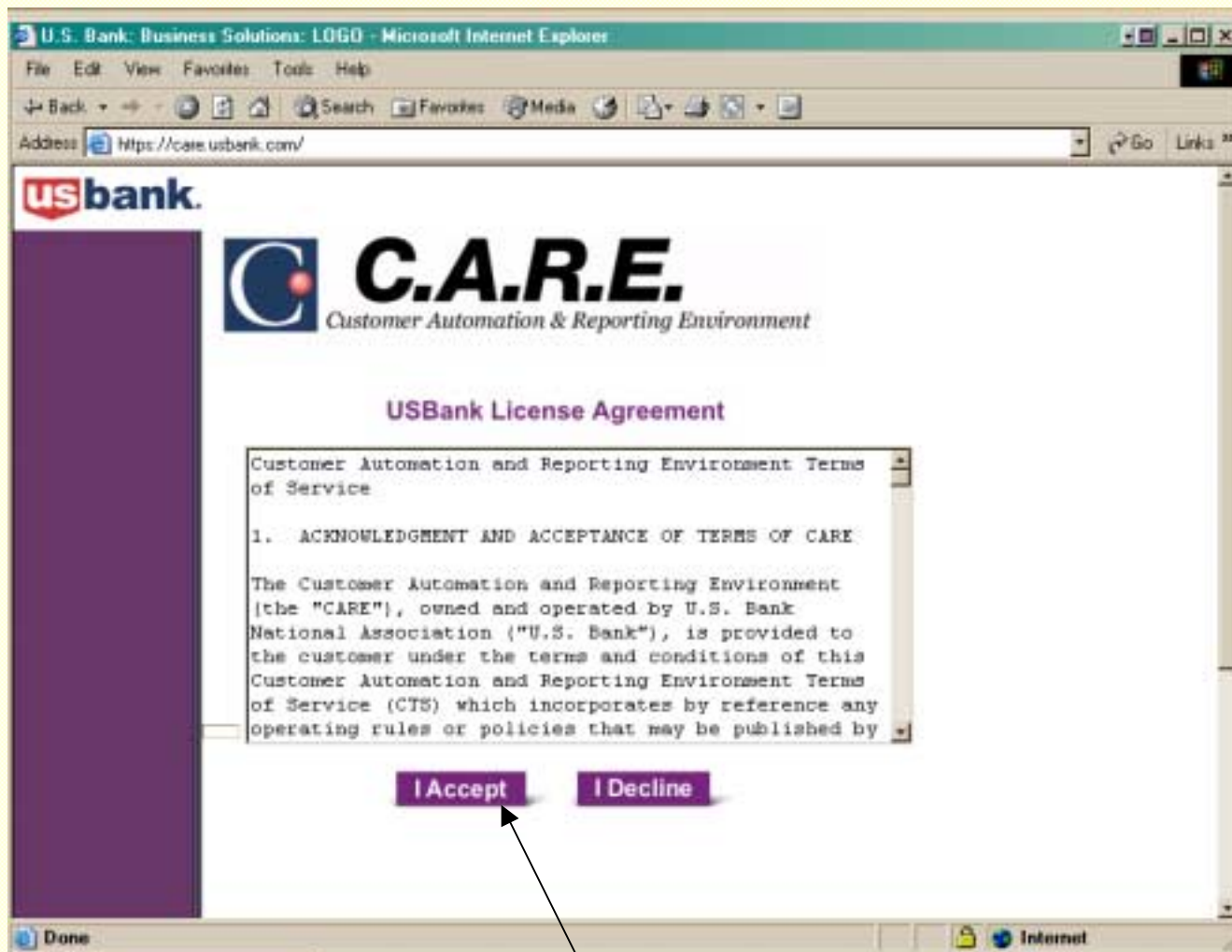
128 Bit Encryption

IMO Support – Down Load JAVA Applets



CARE EDI

[HTTPS://CARE.USBANK.COM](https://care.usbank.com)



To login, go to the above site and click on “I ACCEPT”.



CARE EDI

The screenshot shows a Microsoft Internet Explorer browser window titled "C.A.R.E. Logon - Microsoft Internet Explorer". The address bar displays the URL "https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet". The main content area features the "usbank." logo on the left and the "C.A.R.E. Customer Automation & Reporting Environment" logo on the right. Below the logos, there are input fields for "Username:" and "Password:", followed by a "Login" button. A yellow arrow points to the "On-Line Registration" link in the left sidebar. Below the registration link is a "Help" link. At the bottom of the page, there is a link that says "Forgot your password? Click here". The taskbar at the bottom shows the Start button, several open applications including "C.A.R.E. Logon - Mic..." and "Document1 - Microsoft Word", and the system clock showing "1:42 PM".

Approving Officials will receive their Username and Password from the RCO.
Cardholders can create their own Username and Password by clicking on and completing the On-Line Registration section.



CARE EDI

The screenshot shows a Microsoft Internet Explorer browser window displaying the U.S. Bank CARE website. The address bar shows the URL: <https://registration1.care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet>. The page title is "U.S. Bank CARE - Microsoft Internet Explorer". The navigation bar includes "E-Services" and "U.S. Bancorp". The main content area is titled "On-Line Registration Account Validation". It contains two input fields: "Relationship registration code" and "User profile code", both marked with a red asterisk. To the right of these fields is an "OK" button, which is highlighted by a yellow arrow. Below the input fields is a "Top of the Page" link. The left sidebar contains links for "Cancel", "Help", and "Log Out", along with "Member FDIC" and "© U.S. Bancorp 2001". The status bar at the bottom indicates "1 item remaining" and shows the download progress for a picture from https://registration1.care.usbank.com/images/care/gsa/line/q_short_line.s.

U.S. Bank CARE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://registration1.care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet>

usbank. E-Services U.S. Bancorp

On-Line Registration Account Validation

Cancel

Help

Log Out

Member FDIC
© U.S. Bancorp
2001

Relationship registration code: *

User profile code: *

OK

Top of the Page

[1 item remaining] Downloading picture https://registration1.care.usbank.com/images/care/gsa/line/q_short_line.s

Internet

Cardholders will need to call the RCO to get the Relationship registration code and the User profile code information once they receive their card in the mail.



CARE EDI

U.S. Bank C.A.R.E. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: <https://registration1.care.usbank.com/servlet/com.usbank.care.htmlident.session.SessionServlet>

usbank. E-Services U.S. Bancorp

On-Line Registration

Cancel
Help
Log Out

Account Number*	Zip Code*	Expiration Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OK

Add More Accounts

Member FDIC
© U.S. Bancorp 2001

Top of the Page

javascript:setAction("187003263.master.theForm.contentController.template.okBtn");

Internet

Enter the data as it appears on your GPC card.



CARE EDI

U.S. Bank C.A.R.E. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://registration1.care.usbank.com/servlet/com.usbank.care.html?ident=session.Session5envlet> Go

usbank. E-Services U.S. Bancorp

On-Line Registration

Submit **Enter Contact Information**

Cancel Help Log Out

First name* Middle initial

Last name*

Address 1*

Address 2*

City*

State/Province*

Country* UNITED STATES

Zip code* -

or

Foreign postal code*

Phone*

Fax*

Enter Password Information

User ID*

User Verification* MOTHER'S MAIDEN NAME

Verification Response*

Password*

Repeat Password*

Done Internet

Enter the data exactly as it appears on the envelope your GPC card came in.

User ID must be 7 to 12 characters.

Password must be 8 – 12 characters with at least one number.



CARE EDI

You must enter your **username** and **password**.

The first time you enter your password you will be prompted to change your password. It must be 8 - 12 characters with at least one number.

C.A.R.E. Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet> Go Links

usbank.

C.A.R.E.
Customer Automation & Reporting Environment

On-Line Registration

Help

Username:

Password: Login

Forgot your password? [Click here](#)

Done Internet

Start C.A.R.E. Logon - Mic... Document1 - Microsoft Word 1:42 PM



CARE EDI

CARDHOLDER INSTRUCTIONS FOR OPERATION OF C.A.R.E.

This is the next screen you will have.
The following items are available.

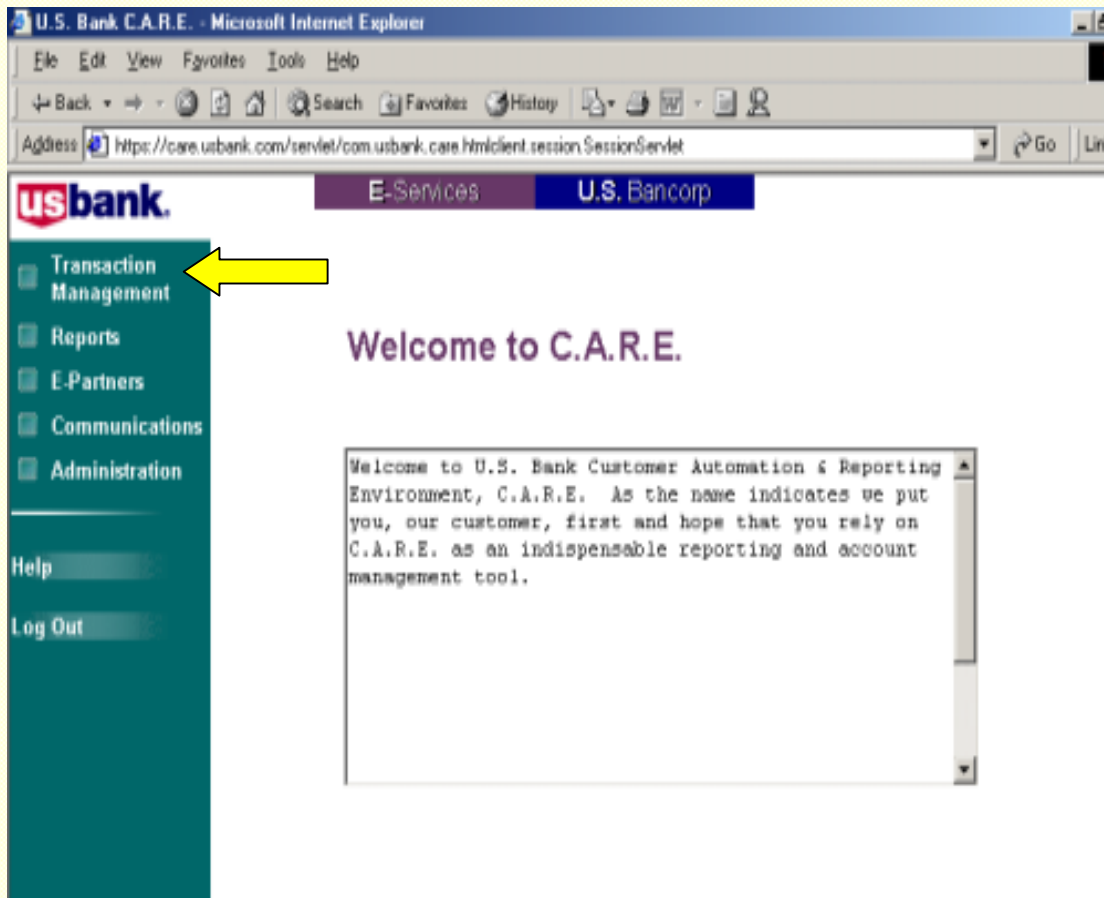
Transaction Management is used to enter your purchases, print your logs, reconcile your accounts and approve your monthly statement.

Reports are used to print your monthly statement.

E-partners is not currently available.

Communications is not available.

Administration is used to change your password.





CARE EDI

Click on **Transaction Management**.
(It may take a few moments to load so be patient)

This is the section where you will maintain the purchase **Transaction Log** and **Approve** purchases made.

You can approve individual transactions as they post to your statement

Using the **Transaction Log** is mandatory.

Highlight your account by clicking on your account number or name.

Cardholder Account Number	Cardholder Name	Cycle Date	Total Amount	Status
[REDACTED]	JOHNSON, MICHAEL J. JOHNSON, MICHAEL J.			

Cardholder Account Summary Information for Selected Cycle	
Cardholder Account Number:	Transactions Pending:
Cardholder Name:	Total Amount Pending:
Cycle Date:	Transactions Approved:
Statement Status:	Total Amount Approved:
Processed By:	Transactions Disputed:
	Total Amount Disputed:
Transactions Rejected:	Total Number of Transactions:
	Total Amount of Transactions:



CARE EDI

You must now **click on a “cycle date”** to review and approve your transactions.

Once you select a cycle date, the other tabs at the top will become active and allow you to select them.

Then click on the “**Transaction**” tab.

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accts Transactions Transaction Log

Select a cardholder account and cycle to view summary information.

Cardholder Account Number	Cardholder Name	Cycle Date	Total Amount	Status
[REDACTED]	[REDACTED]	05/23/2002	3761.99	Open
[REDACTED]	[REDACTED]	04/23/2002	104.19	Unapproved
[REDACTED]	[REDACTED]	03/22/2002	461.43	Unapproved
[REDACTED]	[REDACTED]	02/22/2002	23.40	Unapproved
[REDACTED]	[REDACTED]	01/23/2002	-0.74	Unapproved
[REDACTED]	[REDACTED]	12/21/2001	2344.18	Unapproved

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number: [REDACTED]

Cardholder Name: [REDACTED]

Cycle Date: 05/23/2002

Statement Status: Open

Approval/Rejection Date:

Approved/Rejected By:

Transactions Rejected: 0

Transactions Pending: 0

Total Amount Pending: 0.00

Transactions Approved: 3

Total Amount Approved: 3761.99

Transactions Disputed: 0

Total Amount Disputed: 0.00

Total Number of Transactions: 3

Total Amount of Transactions: 3761.99



CARE EDI

You will see all the transactions that have posted during the selected billing cycle.

You can see the status, date of transaction, merchant name, etc.

In the middle of the screen you will see 5 additional **Transaction Data** tabs.

To **approve transactions**, you have to select each one individually. Then click on the **Log Detail** tab.

You can also **Dispute** transactions from this page.

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accts Transactions Transaction Log

Select transaction to view detail. Selecting a Reject Reason Code will display the legend

Account Number: [REDACTED] Account Name: [REDACTED] Cycle Date: 05/23/2002

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Approved	05/07/2002	EUROGROUP S.R.L.	PERNAMA		2749.21			
Approved	05/03/2002	AAFES VICENZA M	APD AE	TX	212.78			000000000000
Approved	04/22/2002	GOLDEN LION	VICENZA		800.00			

Transaction Detail Additional Trans. Detail Trans. Line Item Detail Log Detail Log Line Item Detail

Status: **Approved**

Transaction Date: 05/07/2002

Posting Date: 05/08/2002

Processed By: [REDACTED]

Transaction Amount: 2749.21

Allocation Details:

Accounting Code	Amount	Percent
Default	2749.21	100.00

Merchant Name: EUROGROUP S.R.L.

Dispute Reason:

VISA Description:

Dispute

Resubmit

Microsoft Word - Document1



CARE EDI

On the **Log Detail** tab, you will need to fill in as much information as possible for the transaction selected (highlighted in blue at the top of the screen).

The Dept. of the Army minimum requires the **Transaction Date**, **Merchant Name**, and **Transaction Amount (if purchase was in dollars)** to be filled in. If the purchase was made in a foreign currency, the **Source Currency** must be identified and the **Source Amount** must be filled in.

U.S. Bank CARE Transaction Management

File View Help

Managing Accts Cardholder Accts Transactions Transaction Log

Select transaction to view detail: Account Number: [REDACTED] Selecting a Reject Reason Code will display the legend: Account Name: [REDACTED] Acting on behalf of Cardholder's No: [REDACTED] Cycle Date: 05/23/2002

Status	Trans Date	Merchant	City	State	Amount	Revised	Reject Reason	Purchase ID
Pending	06/10/2002	SKT AUTOVERMIETUNG	TAUFKIRCHEN		800.00			
Pending	06/17/2002	SCHAEFER SHOP	6251-328952		32423.86			6251-328952
Pending	06/13/2002	HEBRICH & SCHLEYER G	KITZINGEN		10000.00			DAJA8902P0425
Pending	06/16/2002	CONAMA E.K.	LANDSTUHL		11003.62			
Pending	06/03/2002	WALTER BOCHMEYER	TUFTLACHEN		4897.43			
Pending	06/04/2002	FA. STENZ TOILETTENSE	LEHRBURG		445.95			
Pending	06/05/2002	SKT AUTOVERMIETUNG	TAUFKIRCHEN		892.20			
Pending	06/05/2002	SKT AUTOVERMIETUNG	TAUFKIRCHEN		892.20			
Pending	06/09/2002	KEMMON PRODUCTS INC	SHERIDAN	WY	15740.34			0000000000000000
Pending	06/03/2002	FA. STENZ TOILETTENSE	LEHRBURG		610.68			60300

View All Search

Transaction Detail Additional Trans. Detail Trans. Line Item Detail Log Detail Log Line Item Detail

Transaction Date: [REDACTED] Need Date: [REDACTED] Requestor Name: [REDACTED]
Date Received: [REDACTED] Due Date: [REDACTED] Trans. Method: [REDACTED]
Merchant: [REDACTED] Authorization #: [REDACTED]
Transaction Amt: [REDACTED] Freight Amount: [REDACTED] Vendor Order #: [REDACTED]
Sales Tax: [REDACTED] Merc. Amount: [REDACTED] Other: [REDACTED]
Source Currency: [REDACTED] Shipped: [REDACTED]
Source Amount: [REDACTED] Comment: [REDACTED]

Save Log

Once completed, click on **Save Log**. This will approve the transaction, and change the transaction status from pending to approved.

You will need to repeat this process for each transaction.



CARE EDI

Reallocation

Reallocation is for those activities that will have more than one fund cite. In the Transactions Tab, go to Transaction Detail.

Click on Reallocate

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accts Transactions Transaction Log

Select transaction to view detail. Selecting a Reject Reason Code will display the legend

Account Number: [REDACTED] Account Name: [REDACTED] Cycle Date: 05/23/2002

L	Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
1	Approved	05/07/2002	EUROGROUP S.R.L.	PERNUMA		2749.21			
2	Approved	05/03/2002	AAPES VICENZA M	APD AE	TX	212.78			000000000000
3	Approved	04/22/2002	GOLDEN LION	VICENZA		800.00			

View All Search

Transaction Detail Additional Trans. Detail Trans. Line Item Detail Log Detail Log Line Item Detail

Status: Approved Merchant Name: EUROGROUP S.R.L.

Transaction Date: 05/07/2002 Dispute Reason:

Posting Date: 05/08/2002 VISA Description:

Processed By: PMENEGUZZO99

05/16/2002

Transaction Amount: 2749.21

Allocation Details:

Allocation Code	Amount	Percent
Default	2749.21	100.00

Reallocate

Microsoft Word - Document1



CARE EDI

This screen, “**Reallocate Transaction**” will come up.
Right now all the fields are blank.

The screenshot shows the 'U.S. Bank C.A.R.E. Transaction Management' application window. The 'Transactions' tab is selected. A 'Reallocate Transaction' dialog box is open, displaying transaction information and accounting codes.

Transaction Information:

Status	Trans. Date	Merchant	City	State	Amount	Rejected
Approved	05/07/2002	EUROGROUP S.R.L.	PERNUMA		2749.21	

Alternate Accounting Code:

Accounting Code:

Segment Name	Value	Required

Transaction:

Amount: 0.00 or Percent: 0.00
Remaining: 0.00 0.00

Accounting Code	Amount	Percent
Default	2749.21	100.00
New Entry		



CARE EDI

Next to Alternate Accounting Code, there is a drop down list. **Select the correct alternate line of accounting.**

Your Resource Management office will give you additional guidance.

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accts Transactions Transaction Log

Select transaction

Account Number

Status

Approved

Approved

Approved

Reallocate Transaction

Transaction Information

Status	Trans. Date	Merchant	City	State	Amount	Rejected
Approved	05/07/2002	EUROGROUP S.R.L.	PERNUMA		2749.21	

Alternate Accounting Code

Accounting Code

Segment Name	Value	Required
--------------	-------	----------

Transaction

Amount: 0.00 or Percent: 0.00

Remaining: 0.00

Add

Delete

Accounting Code	Amount	Percent
Default	2749.21	100.00
New Entry		

Submit

Cancel



CARE EDI

Once you have chosen the alternate line of accounting, the Accounting Code information automatically populates. (You cannot change this information)

Type in the **amount** or **percentage** of the transaction to be reallocated.

You can then click on **submit** or **cancel**.

The screenshot shows the 'U.S. Bank C.A.R.E. Transaction Management' application window. The 'Transactions' tab is selected. A 'Reallocate Transaction' dialog box is open, displaying the following information:

Transaction Information:

Status	Trans. Date	Merchant	City	State	Amount	Rejected
Approved	05/07/2002	EUROGROUP S.R.L.	PERNUMA		2749.21	

Alternate Account Code: **DRM MGMT & MANPOWER**

Accounting Code:

Segment Name	Value	Required
APPROPRIATION DATA	21 2002200220200000	Y
QAC		N
ASN	3370	Y
UIC	GPC00M	Y
PEC		N

Transaction: [Dropdown]

Amount: 0.00 or Percent: 0.00
Remaining: 0.00

Buttons: Add, Delete, Submit, Cancel

Table at the bottom:

Accounting Code	Amount	Percent
Default	2749.21	100.00



CARE EDI

Disputing Transactions

Transactions can be disputed in CARE.

Highlight the transaction and then click on the **Transaction Detail Tab**.

You will then have the option to Dispute the transaction by clicking on the **dispute** button.

The screenshot shows the U.S. Bank CARE Transaction Management interface. The top menu bar includes 'File', 'View', and 'Help'. Below the menu, there are tabs for 'Cardholder Accounts', 'Transactions', and 'Transaction Log'. The 'Transactions' tab is selected, and a 'Select transaction to view detail' prompt is visible. The account information is 'Account Number: [REDACTED]', 'Account Name: ANDERSON, DOOLE', and 'Cycle Date: 09/25/2001'.

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Purchase ID
Pending	09/10/2001	B H SERVICES INC	RAPID CITY	SD	115.06		000000000000
Approved	09/11/2001	SERVALL UNIFORM & LI	SD	SD	10.50		132130
Pending	09/09/2001	B H SERVICES INC	RAPID CITY	SD	195.73		000000000000
Approved	09/09/2001	B H SERVICES INC	RAPID CITY	SD	337.36		000000000000
Approved	09/09/2001	B H SERVICES INC	RAPID CITY	SD	18.34		000000000000

Below the table, the 'Transaction Detail' tab is selected. The details for the transaction are:

- Status: Approved
- Transaction Date: 09/11/2001
- Posting Date: 09/12/2001
- Processed By: AFDLANDERSON
- Transaction Amount: 10.50
- Merchant Name: SERVALL UNIFORM & LINEN
- Dispute Reason: [REDACTED]
- VISA Description: [REDACTED]

On the right side of the Transaction Detail view, there are three buttons: 'Print', 'Dispute', and 'Reconcile'. The 'Dispute' button is highlighted by an arrow from the text 'dispute' in the previous block.

Allocation Details	Accounting Code	Amount	Percent
Default		10.50	100.00



CARE EDI

In the **Drop Down List** you will **select** the reason for the Dispute.

You should use the comments sections to provide any additional information.

Once you have filled out the form you will click the **submit** button, or cancel if you don't need to submit the dispute.

You can also request a Sales Draft (receipt).

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accts Transactions

Select transaction

Account Number: 4710

A	Status	Trans
	Approved	05/07/02
	Approved	05/03/02
	Approved	04/22/02

Dispute Reason:

- ALTERATION OF AMOUNT
- CREDIT NOT RECEIVED
- DUPLICATE PROCESSING
- INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE
- MERCHANDISE NOT RECEIVED
- MERCHANDISE RETURNED
- NOT AS DESCRIBED
- OTHER REASON
- SERVICES NOT RECEIVED
- UNAUTHORIZED

Transaction Detail

Transac
Pos
Proc
Transaction
Allocation

Comments

Request Sales Draft

Submit Cancel

Approve
Dispute
Reallocate

View All
Search

Microsoft Office

Start GPC EDI Procurement Microsoft U.S. Bank U.S. Bank Microsoft 3:58 PM

DISPUTES HAVE TO BE SUBMITTED WITHIN 60 DAYS OF THE DATE OF THE STATEMENT ON WHICH THE TRANSACTION APPEARS. You can dispute a transaction even if it was previously approved – you just select the cycle date (statement) where the transaction appears and then dispute the transaction by following the procedures above.



CARE EDI

After you have approved all your transactions for the billing cycle, you may now proceed to approve your statement.

Click on **Cardholder Accounts** tab

U.S. Bank C.A.R.E. Transaction Management

File View Help

Cardholder Accounts Transactions Transaction Log

Select a cardholder account and cycle to view summary information.

Cardholder Account Number	Cardholder Name
[REDACTED]	JOHNSON, MICHAEL, L.
[REDACTED]	JOHNSON, MICHAEL, L.

Cycle Date	Total Amount	Status
10/25/2001	0.00	Open
09/25/2001	0.00	Approved
08/24/2001	0.00	Approved
07/25/2001	0.00	Approved
06/25/2001	0.00	Approved
05/25/2001	0.00	Approved

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number: [REDACTED]

Cardholder Name: JOHNSON, MICHAEL, L.

Cycle Date: 09/25/2001

Statement Status: Approved

Processed By: HG00LBT1
09/26/2001

Transactions Pending: 0

Total Amount Pending: 0.00

Transactions Approved: 0

Total Amount Approved: 0.00

Transactions Disputed: 0

Total Amount Disputed: 0.00

Total Number of Transactions: 0

Total Amount of Transactions: 0.00

Transactions Rejected: 0

Approve

The cycle date should still be highlighted

Approve the cycle by clicking on the **Approve** button.



CARE EDI

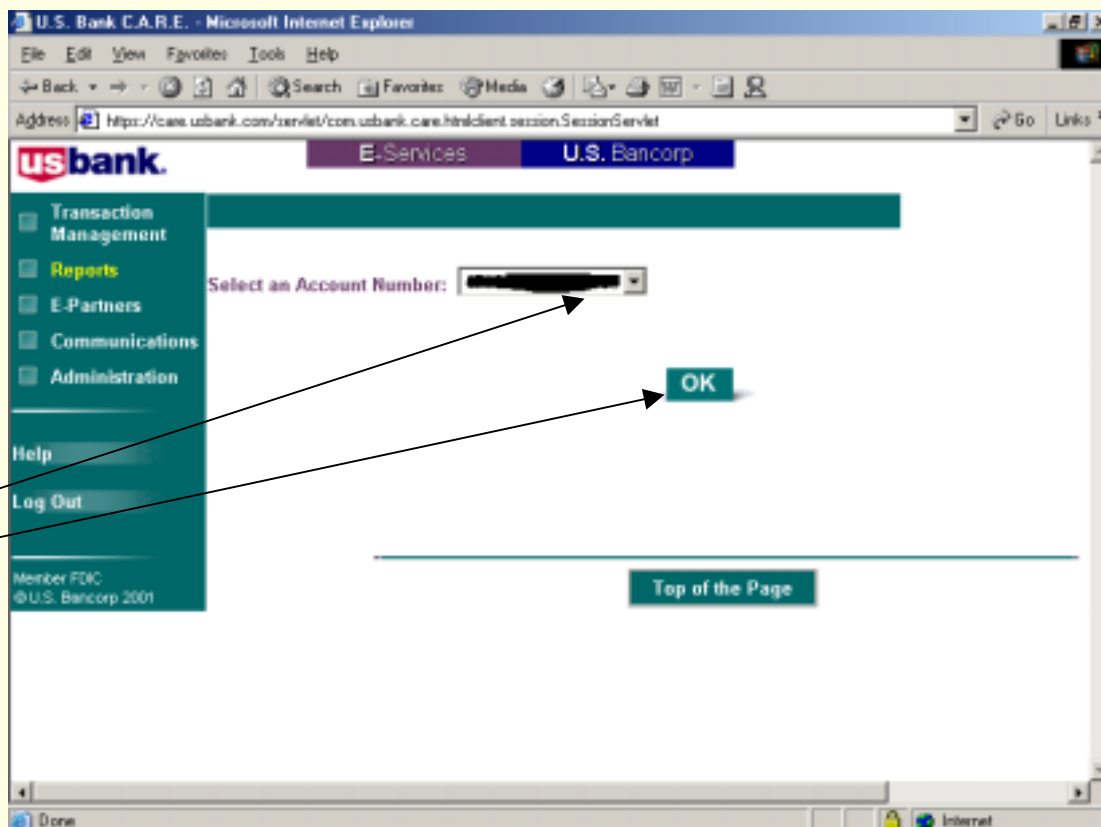
D. PRINTING YOUR MONTHLY STATEMENT

NOTE: All transactions must be approved prior to approving monthly statement and printing monthly statement.

After you login, click on Reports.

If you have more than one account, click the down arrow and select the account you want to work with.

Click OK





CARE EDI

Select the Cardholder Full Transaction Detail from the drop down menu.

The screenshot shows a web browser window titled "C.A.R.E. Reporting - Microsoft Internet Explorer provided by Air Combat Command". The browser's address bar and toolbar are visible. The web page has a "usbank." logo at the top left. Below the logo, the text "C.A.R.E. Reporting" is displayed. The main content area is titled "Cardholder Account Search". It features a "Select Report:" label next to a dropdown menu. The dropdown menu is open, showing two options: "Cardholder Activity Detail" and "Cardholder Full Transaction Detail". An arrow from the text "Select the Cardholder Full Transaction Detail from the drop down menu." points to the "Cardholder Full Transaction Detail" option. Below the dropdown menu, there is a "Report By:" section with three radio buttons: "Cycle End Date", "Posting Date Range", and "Default Date". The "Posting Date Range" radio button is selected. Below the radio buttons, there are date selection fields for "From:" and "To:", each with "Month", "Day", and "Year" dropdown menus. At the bottom left of the page, there are "Help" and "Cancel" links. The browser's status bar at the bottom shows "Done" and "Internet".



CARE EDI

The report you want to select is "Report By: Cycle End Date".

From the drop down menus, select the appropriate Month and Year.

Select the "No" radio button for Show Allocation. If you select "Yes" it shows all the accounting classification data for your purchases.

For the Report Output, you can select any one of these. For the best print and legibility, select the "PDF" radio button.

Now you can click on "SUBMIT" to generate the report.



CARE EDI

This is the report you will see. It has all the data required and is easy to follow. To get all the information, you need to print it as “Landscape” on your printer.

http://reports.care.usbank.com/cgi-bin/ibi.cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR - Microsoft Int...

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Cardholder Full Transaction Detail

Cycle End Date: 10/25/2001
Managing Account Number: [REDACTED]
Cardholder Account Number: [REDACTED]
Cardholder Name: [REDACTED]

Trans Status	Trans Date	Post Date	Trans Amount	Sales Tax	Purchase ID	Merchant Name	Authorize Number	Reference Number
Unapproved	10/06/2001	10/06/2001	\$848.07	0.00	0000000000000000	B H SERVICES INC	020611	3427076127000044080080
Unapproved	10/10/2001	10/12/2001	\$214.12	0.00	0000000000000000	B H SERVICES INC	097815	34270761284200544080114
Unapproved	10/10/2001	10/12/2001	\$284.08	0.00	0000000000000000	B H SERVICES INC	088754	34270761284200520801012
Unapproved	10/10/2001	10/12/2001	\$364.00	0.00	0000000000000000	B H SERVICES INC	080772	34270761284200520801010
Unapproved	10/10/2001	10/12/2001	\$405.87	0.00	0000000000000000	B H SERVICES INC	030889	34270761284200520801018
Unapproved	10/10/2001	10/12/2001	\$447.29	0.00	0000000000000000	B H SERVICES INC	087182	34270761284200520801014
Unapproved	10/10/2001	10/12/2001	\$465.71	0.00	0000000000000000	B H SERVICES INC	014089	34270761284200520801015
Unapproved	10/12/2001	10/15/2001	\$169.00	0.00	0000000000000000	B H SERVICES INC	000444	34270761284200544080104
Unapproved	10/12/2001	10/15/2001	\$365.43	0.00	0000000000000000	MAIL BOXES ETC #3912	030481	34020011200051284020102
Unapproved	10/12/2001	10/18/2001	\$265.08	0.00	0000000000000000	B H SERVICES INC	030380	34270761284200544080014
Unapproved	10/18/2001	10/22/2001	\$67.89	0.00	01710480	KNECHT HOME CENTER	007331	3400001202130017104804
Unapproved	10/17/2001	10/22/2001	\$59.85	0.00		MPG SUBS CRB RUBBER STAMP	055637	34617891204380912027398
Unapproved	10/22/2001	10/24/2001	\$168.36	0.00	0000000000000000	B H SERVICES INC	010589	34270761284200520801017
Unapproved	10/22/2001	10/24/2001	\$147.34	\$8.34	02295009	NATL SEMINARS 8008825081	020129	34412861200001004990302

Report Run Date: 10/31/2001 Time: 13:55:08

Page 1 of 1 100% 11 x 8.5 in

Done Internet

End of Cardholders Procedures Sections



CARE EDI

BILLING OFFICIALS INSTRUCTIONS FOR OPERATION

Log into CARE.



CARE EDI

APPROVING YOUR BILLING OFFICIAL ACCOUNTS

Once your cardholders have approved their accounts, you as the Billing Official must also approve them. This incorporates a “check and balance” to the expenditure of Government funds. **By you approving the account, you are agreeing the funds were spent properly and only for official requirements.**

To approve your cardholders accounts take the following actions.



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U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command

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Address <https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet> Go Links

usbank. E-Services U.S. Bancorp

☐ Account Setup
☐ Account Maintenance
☐ Transaction Management
☐ Status
☐ Reports
☐ Communication
☐ E-Partners
☐ Cost Allocation
☐ Administration

Help
Log Out

Welcome to C.A.R.E.

U.S. Bank will be installing database enhancements over the weekend. C.A.R.E. will be unavailable from Friday, September 28 at 5 p.m. CT through Monday, October 1 at 7 a.m. CT. U.S. Bank apologizes for any inconvenience that this may cause.

Internet



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Log into Transaction Management and click on the account and cycle you want to Approve.

The screenshot shows the U.S. Bank C.A.R.E. Transaction Management web application. The interface includes a menu bar with "Managing Accounts", "Cardholder Accounts", "Transactions", and "Transaction Log". Below the menu, a prompt reads "Select a managing account and cycle to view summary information." Two arrows from the text above point to the "Managing Account Number" and "Cycle Date" columns in the table below.

Managing Account Number	Managing Account Name	Cycle Date
██████████	CASTNER, BRIAN P	09/25/2001
		08/24/2001
		07/25/2001
		06/25/2001
		05/25/2001
		04/25/2001

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending: 2	Transactions Pending: 167	<input type="button" value="Approve"/>
Cardholder Statements Approved: 3	Total Amount Pending: 7756.20	
Cardholder Statements Returned: 0	Transactions Approved: 0	
Total Number of Cardholder Accounts: 5	Total Amount Approved: 0.00	
	Transactions Disputed: 0	
	Total Amount Disputed: 0.00	

Invoice Amount: **7756.20**
Cycle Status: **Unapproved**
Total Number of Transactions: **167**
Total Amount of Transactions: **7756.20**



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Once you have the account and cycle identified, click on the Cardholder Accounts tab.

U.S. Bank C.A.R.E. Transaction Management

File View Help

Managing Accounts Cardholder Accounts Transactions Transaction Log

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name
XXXXXXXXXX	TRITSCH, KENNETH M

Cycle Date
10/25/2001
09/25/2001
08/24/2001
07/25/2001
06/25/2001
05/25/2001

Search Accounts

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending: 0	Transactions Pending: 0
Cardholder Statements Approved: 35	Total Amount Pending: 0.00
Cardholder Statements Returned: 0	Transactions Approved: 10
Total Number of Cardholder Accounts: 35	Total Amount Approved: 7681.69
	Transactions Disputed: 0
	Total Amount Disputed: 0.00
Invoice Amount: 7681.69	Total Number of Transactions: 10
Cycle Status: Approved	Total Amount of Transactions: 7681.69

Get Invoice



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Select the cardholder you want to approve.

Click the Approve/Certify button. (This account has already been done)

You will get a screen to verify you are certifying the accuracy of the transactions/account. Click the appropriate button.

Repeat until all accounts completed.

The screenshot displays the U.S. Bank CARE Transaction Management interface. The top navigation bar includes 'File', 'View', and 'Help'. Below this, there are tabs for 'Managing Accounts', 'Cardholder Accounts', 'Transactions', and 'Transaction Log'. The 'Cardholder Accounts' tab is active, showing a list of cardholder accounts. A table lists the following accounts:

Cardholder Account Number	Cardholder Account Name	Total Amount	Status
ANDERSON, DIXIE L	ANDERSON, DIXIE L	757.09	Approved
BERG, STEVEN A	BERG, STEVEN A	0.00	Approved
BILLINGS, LAWRENCE M	BILLINGS, LAWRENCE M	0.00	Approved
CLEMENS, BERNARD W	CLEMENS, BERNARD W	0.00	Approved
CROUCH, JOSEPH L	CROUCH, JOSEPH L	8728.64	Approved
DEMING, JANICE M	DEMING, JANICE M	0.00	Approved
DEMING, JANICE M	DEMING, JANICE M	0.00	Approved
FINCHER, NORA R	FINCHER, NORA R	195.95	Approved
FULLER, RONALD L	FULLER, RONALD L	0.00	Approved
GRIFFIN, CONNIE C	GRIFFIN, CONNIE C	0.00	Approved
HALL, JAMES A	HALL, JAMES A	0.00	Approved
HARPER, SHANNON L	HARPER, SHANNON L	0.00	Approved
HILDEBRAND, CHAD R	HILDEBRAND, CHAD R	0.00	Approved
HOWLAND, GENE E	HOWLAND, GENE E	0.00	Approved
HUFF, KYLE M	HUFF, KYLE M	0.00	Approved
JACKSON, TIMOTHY S	JACKSON, TIMOTHY S	0.00	Approved
JAMES, MICHAEL T	JAMES, MICHAEL T	0.00	Approved

Below the table, the 'Cardholder Account Summary Information for Selected Cycle' is displayed for the selected cardholder, ANDERSON, DIXIE L. The summary includes the following information:

- Cardholder Account Number: [REDACTED]
- Cardholder Name: ANDERSON, DIXIE L
- Cycle Date: 09/25/2001
- Statement Status: Approved
- Processed By: HG00LB1
- Processed Date: 09/26/2001
- Transactions Pending: 0
- Total Amount Pending: 0.00
- Transactions Approved: 6
- Total Amount Approved: 757.09
- Transactions Disputed: 0
- Total Amount Disputed: 0.00
- Total Number of Transactions: 6
- Total Amount of Transactions: 757.09
- Transactions Rejected: 0

The 'Approve' button is visible in the bottom right corner of the summary section.



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IF CARDHOLDER IS UNAVAILABLE TO APPROVE BEFORE 15 DAYS AFTER THE BILLING CYCLE

If your cardholder is TDY, Deployed or just not available to approve actions immediately following the end of the cycle, you can approve transactions as the cardholder. If it is 16 days or more after the end of the cycle you CANNOT select act in behalf of the cardholder, at that point only the billing official can work the account.



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Once you login and go to Transaction Management you then select the account you want to work. You will see this screen.

If it is less than 15 days after the cycle you can act as the cardholder by selecting yes here. Then select the cardholders name and begin working the account as identified in section 1 subsection B page 5.

U.S. Bank C.A.R.E. Transaction Management

File View Help

Managing Accounts Cardholder Accounts Transactions Transaction Log

Select a cardholder account to view summary information. Acting on behalf of Cardholder?

Managing Account Number: 4716304555950404 Managing Account Name: CASTNER, BRIAN P

Cardholder Account Number	Cardholder Account Name	Total Amount	Status
[REDACTED]	BEAUCHAMP, CLIFTON, A	0.00	Approved
[REDACTED]	FERGUSON, JAMES, C	0.00	Approved
[REDACTED]	KERNEN, KENNETH, C	0.00	Approved
[REDACTED]	ROUSER, LAWRENCE, E	0.00	Unapproved
[REDACTED]	ROUSER, LAWRENCE, E	7756.20	Unapproved

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number:	Transactions Pending:	<input type="button" value="Approve"/>
Cardholder Name:	Total Amount Pending:	
Cycle Date:	Transactions Approved:	
Statement Status:	Total Amount Approved:	
Processed By:	Transactions Disputed:	
	Total Amount Disputed:	
Transactions Rejected:	Total Number of Transactions:	
	Total Amount of Transactions:	



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U.S. Bank C.A.R.E. Transaction Management

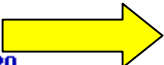
File View Help

Managing Accounts | Cardholder Accounts | Transactions | Transaction Log

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name	Cycle Date
██████████	CASTNER, BRIAN P	09/25/2001
		08/24/2001
		07/25/2001
		06/25/2001
		05/25/2001
		04/25/2001

Managing Account Summary Information for Selected Cycle

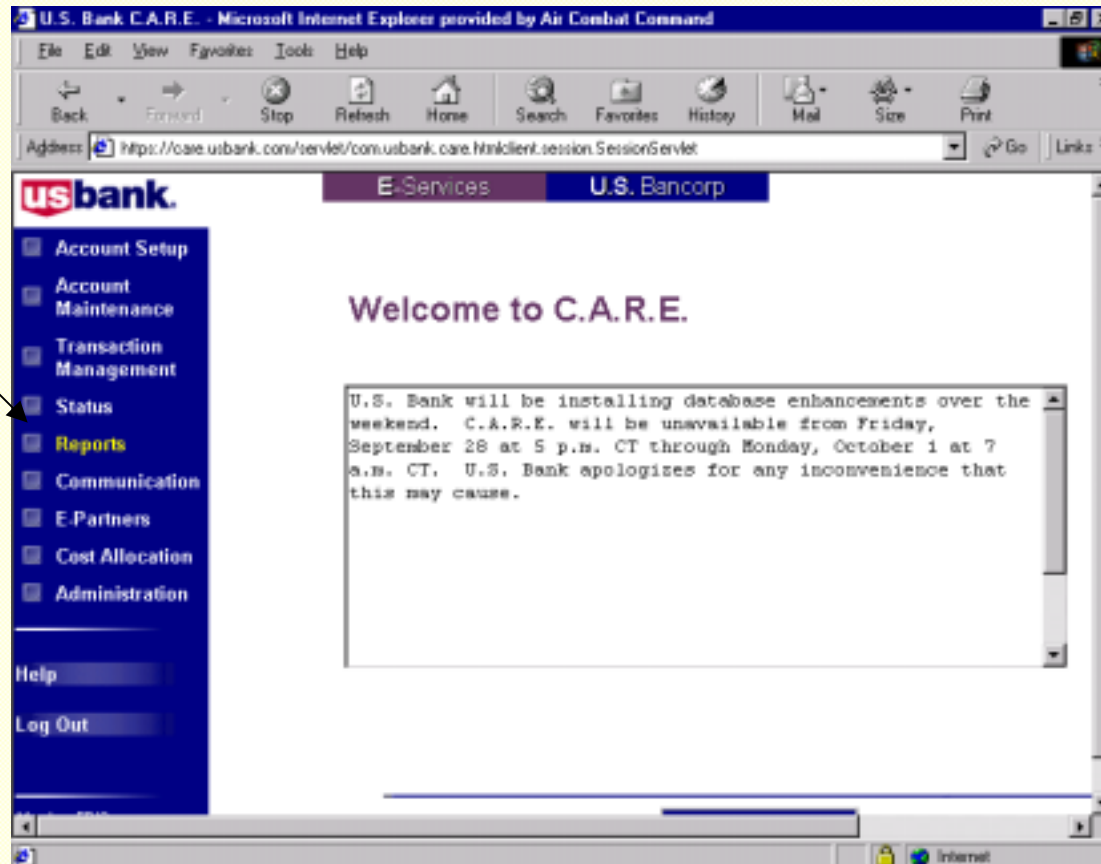
Cardholder Statements Pending: 2	Transactions Pending: 167		<input type="button" value="Approve"/>
Cardholder Statements Approved: 3	Total Amount Pending: 7756.20		
Cardholder Statements Returned: 0	Transactions Approved: 0		
Total Number of Cardholder Accounts: 5	Total Amount Approved: 0.00		
	Transactions Disputed: 0		
	Total Amount Disputed: 0.00		
Invoice Amount: 7756.20			
Cycle Status: Unapproved	Total Number of Transactions: 167		
	Total Amount of Transactions: 7756.20		



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As a BO, you or your Resource Advisor may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures.

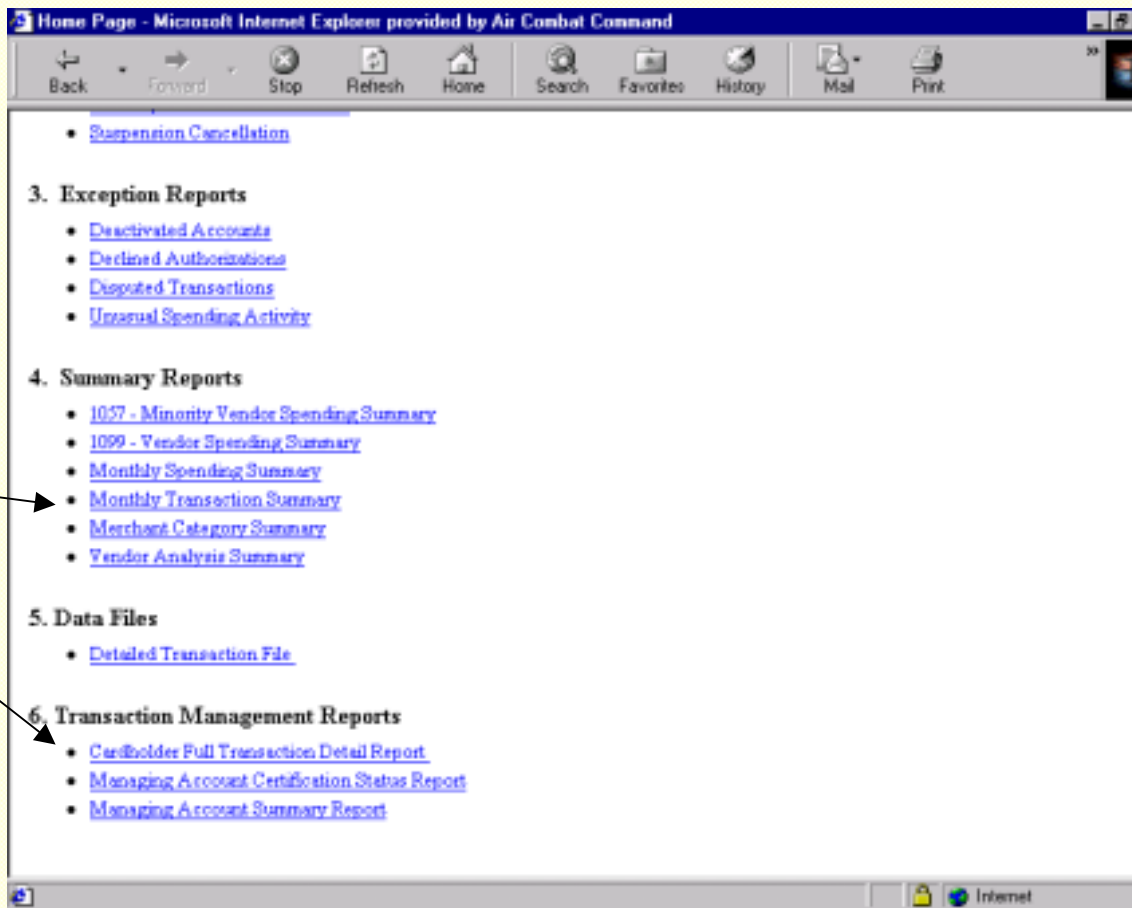
Click on Reports





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Under “Summary Reports” click on Monthly Transaction Summary.

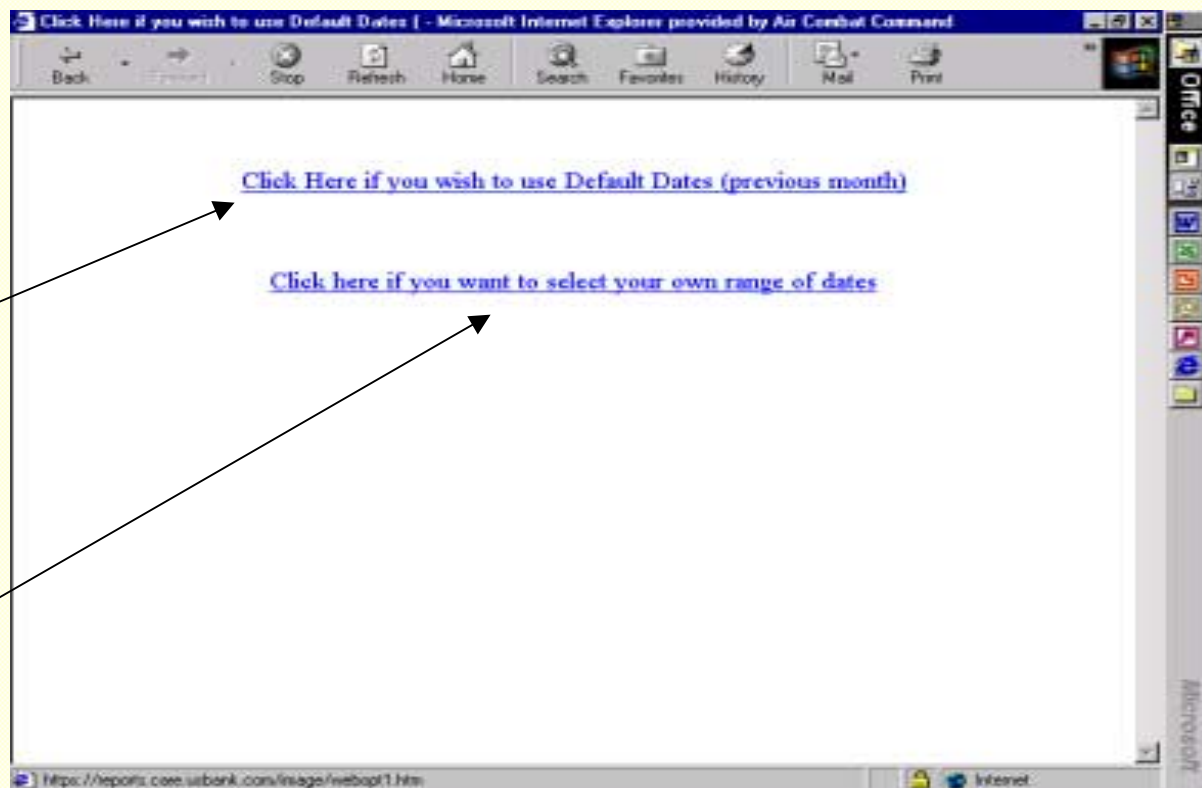




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Select the report you want to run. To get your monthly BO report click on the first selection.

If you are compiling data for EPRS, Awards or annual figures, choose the second selection and enter the dates required.





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For ease of reading/printing and manipulation, select as an Excel document.

Click Submit.

Would you like to save this report as: - Microsoft Internet Explorer provided by Air Combat Command

Back Forward Stop Refresh Home Search Favorites History Mail Print

usbank.
IM.P.A.C.
Government Services

Monthly Transaction Summary

Would you like to save this report as:

☒ An Excel File
☐ View it on-screen
☐ PDF

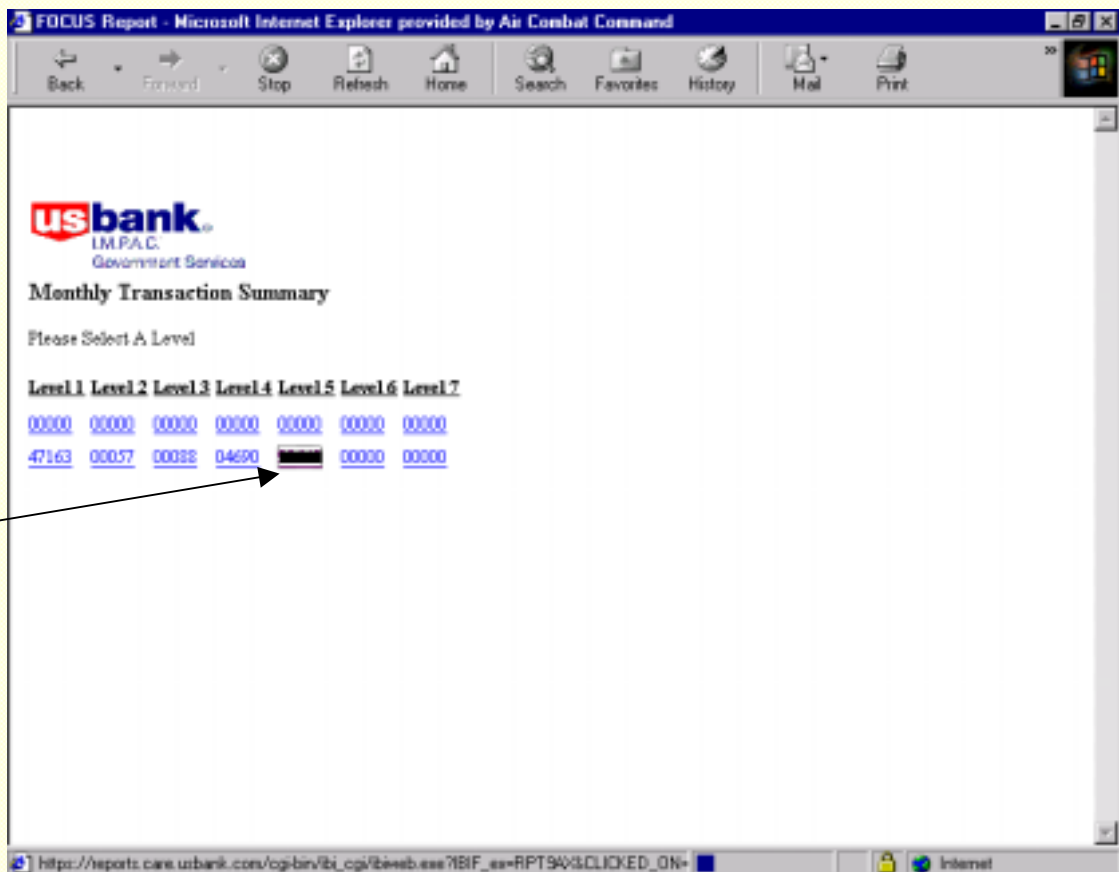
Submit

Done Internet



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Now you must identify the account you want to print. Select your “Level 5” number (same as company number).





https://reports.usbank.com/cgi-bin/bi.cgi/biweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR... Microsoft...

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Address [s:reports.usbank.com/cgi-bin/bi.cgi/biweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR...PG_File=acv1p.xls](https://reports.usbank.com/cgi-bin/bi.cgi/biweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR...) Go Links

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	A	B	C	D	E	F	G	H	I
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Cardholder Name	Account Number
2	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
3	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
4	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
5	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
6	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
7	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
8	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
9	47163	00057	00088	04690	00000	00000	00000	ANDERSON DIXIE	0000000000
10	47163	00057	00088	04690	00000	00000	00000	CROUCH JOSEPH L	0000000000
11	47163	00057	00088	04690	00000	00000	00000	DEMING JANICE M	0000000000
12	47163	00057	00088	04690	00000	00000	00000	FINCHER NONA R	0000000000
13	47163	00057	00088	04690	00000	00000	00000	ROBIN HALTERMAN	0000000000
14									
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24									

biweb.exe?PG_REQTYPE=REDIRECT&...

Unknown Zone



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REMEMBER:

- Cardholders have 3 working days after Billing Cycle (23rd) to complete Transaction Logs, reconcile and approve of purchases.
- Billing Officials have 2 days after that to Approve Billing Statements.
- Billing Officials can act in behalf of Cardholders and complete Transaction Logs, reconcile and approve of purchases.
- 15 days after Billing Cycle, Cardholders are locked out of that cycle and Billing Official MUST complete the above.